

# **Monthly Progress Estimate Payments**

Western Federal Lands Highway  
Division

February 2009

# We use the PE program to:

- make Contract payments to the Contractor
- organize and track payment records
- develop the Gov't Receiving Report

# You will learn to:

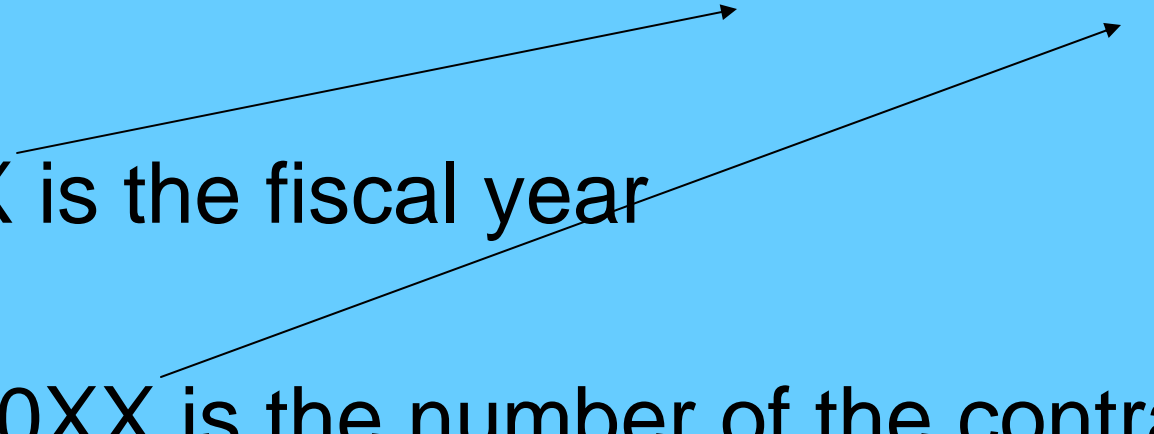
- Locate the contract number
- open and load the zero estimate
- use the Governments Receiving Report
- input daily production data
- post to the estimate
- add new items to the estimate
- zip the files and send them
- Fill out the summary book

# Contract number



Where do I find it?

# The Contract Number locations

- Unique identifier for the project
  - FORMAT: DTFH70-XX-C-000XX
  - XX is the fiscal year
  - 000XX is the number of the contract this fiscal year
- 
- The diagram consists of two arrows. The first arrow originates from the 'XX' in the third bullet point ('XX is the fiscal year') and points to the 'XX' in the second bullet point's format ('DTFH70-XX-C-000XX'). The second arrow originates from the '000XX' in the fourth bullet point ('000XX is the number of the contract this fiscal year') and points to the '000XX' in the same format.

# Where do you find the Contract Number?

- On the top of your Special Contract Requirements [SCR's]
- On Contract Modifications
- On official correspondence [Notice to proceed, letter of Award]

Contract number: if it has an R instead of an C it is the solicitation not the awarded contract.

**CONTRACT**

Solicitation No. DTFH70-06-R-00014

ID FS ERFO 2005(1)-29(1)  
Antelope Creek Bridge

Contract No: DTFH70-06-C-00015

EAGLE ROCK TIMBER  
300 WRIGHT ROAD  
IDAHO FALLS, ID 83401

Award Date: September 1, 2006

**QUICK INDEX**

Page	Item
A-1	Notice to Offerors
A-3	SF 1442, Solicitation, Offer and Award
A-7	Bid Schedule
B-1	Solicitation Provisions
C-1	Contract Clauses
D-1	Davis-Bacon Wage Rates
E-1	Special Contract Revisions
H-1	Permits
I-1	Storm Water Prevention Plan
J-1	Fire Protection and Suppression Plan

**8(a) Negotiated**

A Partnership Agreement between the Small Business Administration (SBA) and the Department of Transportation (DOT) allows Western Federal Lands Highway Division (WFLHD) to make direct award of 8(a) contracts and subsequent modifications. The cognizant SBA District Office for this contract is:

**U.S. SMALL BUSINESS ADMINISTRATION  
ATTN: IRENE GONZALES  
BOISE DISTRICT OFFICE  
380 E. PARKCENTER BLVD.  
SUITE 330  
BOISE, IDAHO 83706**

**SBA Ref. No: SB-1087-06-604928**

**DUPLICATE ORIGINAL**

Solicitation, Offer & Award, Bid Schedule, Contract Clauses,  
Minimum Wage Schedule, Special Contract Requirements, and Plans

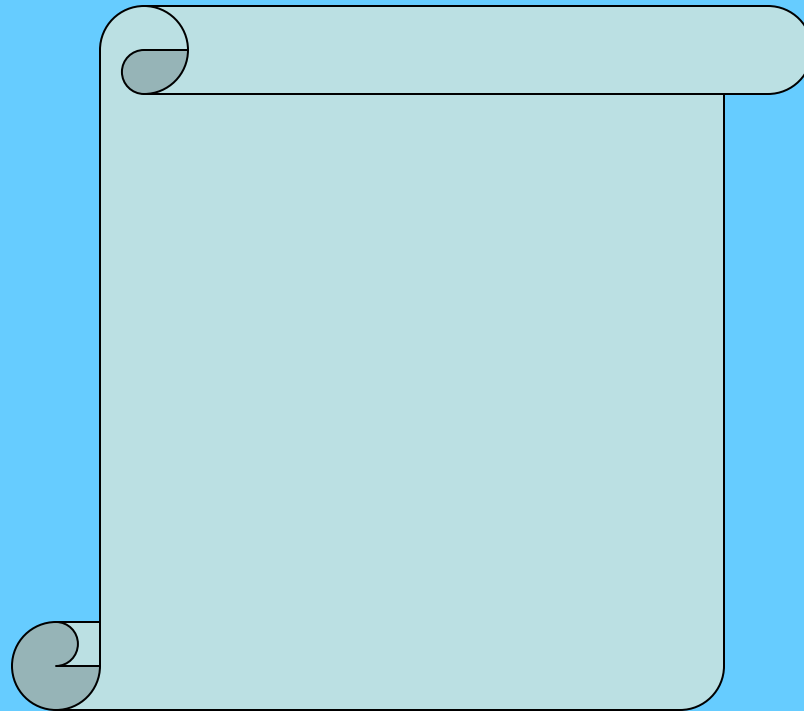
This solicitation cites:  
*Standard Specifications for Construction of Roads and Bridges  
on Federal Highway Projects, FP-03 U.S. Customary Units*

**ISSUING OFFICE:**



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION  
610 EAST FIFTH STREET  
VANCOUVER, WA 98661-3801  
Phone: (360) 619-7520 – FAX: (360) 619-7932  
Web site: [www.wfl.fhwa.dot.gov/edi/](http://www.wfl.fhwa.dot.gov/edi/)  
e-mail: [contracts@mail.wfl.fhwa.dot.gov](mailto:contracts@mail.wfl.fhwa.dot.gov)**

# Zero Estimate



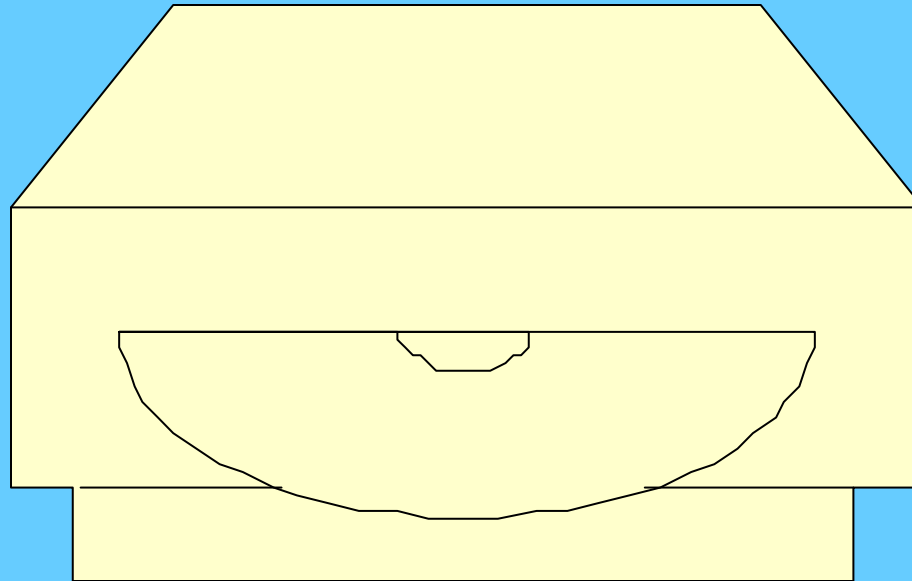


# Where is the zero Estimate

- Will be sent to you by email, will be zipped
- You will need to unzip the file and save it to your directory: C:\myfiles\PE
- The file that contains the database for the estimate data has the extension ..... \*.mdb

Lets look at the Zero Estimate File....

# Running the program



# Sample Project

- Progress Estimate program comes loaded with a sample project.
- Go to C:\myfiles\PE\
  - To make sure the file is in the directory
  - The file we want today: **7099E99.mdb**

Progress Estimate (Administrator's Version)

File Edit View Record Options Window Help



Start Form (Main Menu)

Enter contract number:

DTFH - ..

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

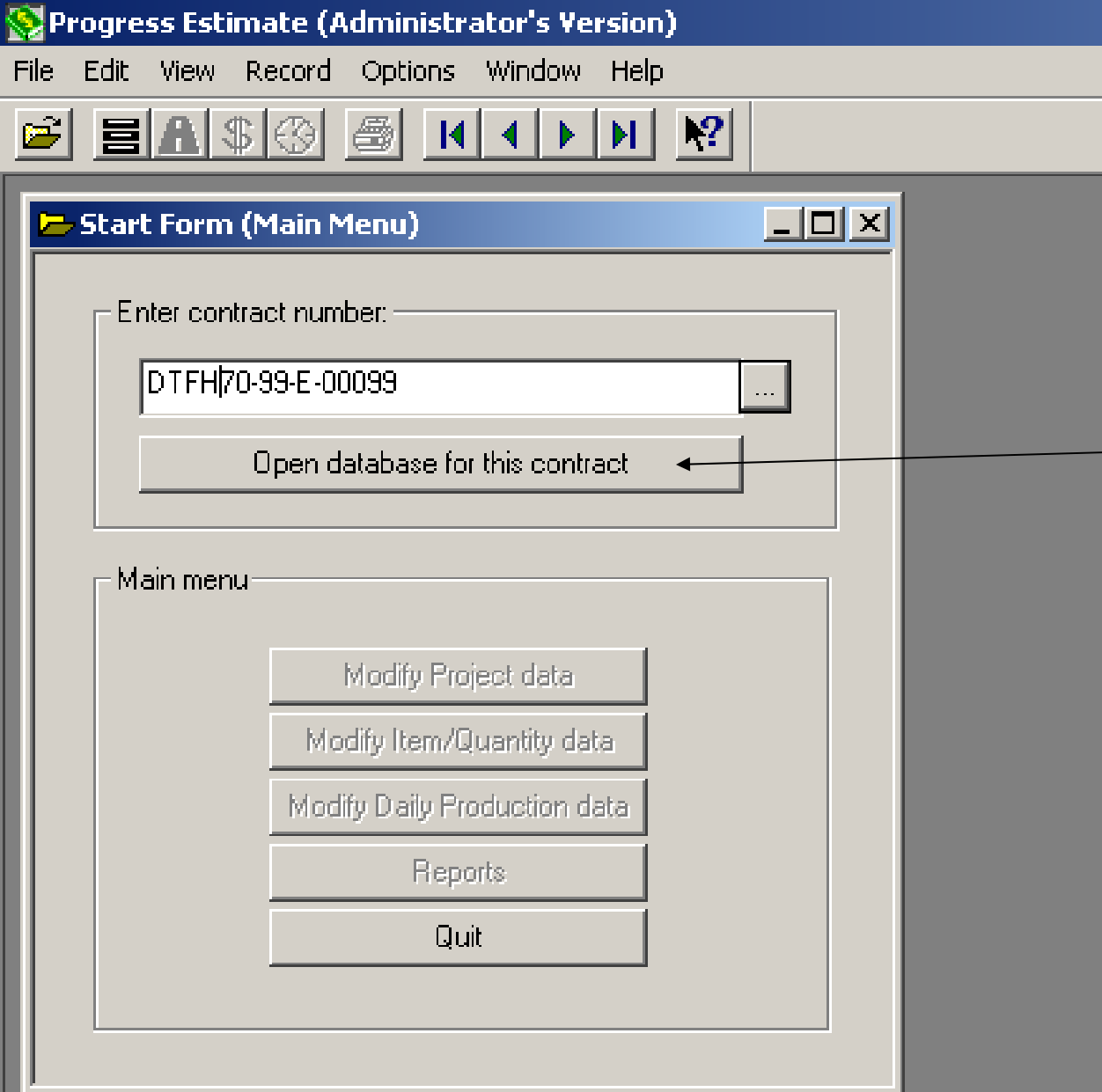
Reports

Quit

Remember this main menu?

Type in the contract number for our sample project :

70-99-E-00099



Open  
database for  
this sample  
contract

# Main Menu

- Four selections from the main menu:
  - **Modify Project Data** : Allows for editing of estimate data, contractor data, accounting strings, project information.
  - **Modify Item**: Allows for changes to pay Item fields
  - **Modify Daily Production**: Allows for you to input daily pay note quantities for each contract pay item. Works as a substitute for a progressive running total summary spread sheet to final out your project
  - **Reports** for printouts and screen views

# Modify Project Data

- Four “tabs” on this sub menu:
  - Project data
  - Current Estimate data
  - Accounts data
  - Contractor
- Lets look at the first tab.....

Progress Estimate (Administrator's Version)

File Edit View Record Options Window Help



Start Form (Main Menu)

Enter contract number:

DTFH70-99-E-00099

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

Project Form (DTFH70-99-E-00099)

Project Current Estimate Accounts Contractor

Contract No. DTFH70-99-E-00099

Award Date 01/26/1999

Award Amount 6399437.00

Project No. ESTIMATE SAMPLE

Project Name WINDOWS ESTIMATE PROGRAM

State WA

County Clark

Coop. Agency

WFLHD

Length 7.185 km

Type Schedule X Part A

Project Engineer

C.O.E.

Save

Cancel

Close



Progress Estimate (Administrator's Version)

File Edit View Record Options Window Help



Start Form (Main Menu)

Enter contract number:

DTFH70-99-E-00099

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

Project Form (DTFH70-99-E-00099)

Project Current Estimate Accounts Contractor

Progress

Estimate No.

008

From

12/01/1999

To

12/30/1999

Contractor's Bill Received

12/14/1999

Contractor's Bill Approved

12/16/1999

Construction Engineering Bid

631000.00

To Date

350000.00

Probable

500000.00

Funds Authorized

7198713.00

Contract Time Began

04/20/1999

Fixed Completion Date

06/25/2000

Modified Completion Date

06/30/2000

Probable Completion Date

/ /

Contract Completion Date

/ /

Days Used

255

Days Allowed

438

Percent Used

58.2 %

Change if you know  
they are going to  
finish early or late

Save

Cancel

Close









Received date is  
what matters.

# Data you input into the Zero Estimate:

- Estimate No. 1
- 'From' and 'To' dates
- Contractors Bill received
  - This date sets the “interest clock”
- Contractors Bill approved, you don't have to fill this information in.
- Probable completion date when you know the contractor is going to finish early or later than the fixed completion date.
- Actual Completion date [when project is completed]

Progress Estimate (Administrator's Version)

File Edit View Record Options Window Help



Start Form (Main Menu)

Enter contract number:

DTFH70-99-E-00099

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

Project Form (DTFH70-99-E-00099)

Project

Current Estimate

Accounts

Contractor

Code	Account Numbers	Limitations	Chain Acct Codes
(1)	XXX-17-53-31-0772-X540	900000.00	2
(2)	ZZZ-17-53-54-2000-0010	.00	
(3)		.00	
(4)		.00	
(5)		.00	
(6)		.00	
(7)		.00	
(8)		.00	

Save

Cancel

Close

Add account numbers when you a new account on a CM. If the money is a fund that has to be spent and can not exceed that dollar amount then you have to put a limitation on the funding. You then have to chain the account to an account code with no limitation limit set.

Progress Estimate (Administrator's Version)

File Edit View Record Options Window Help



Start Form (Main Menu)

Enter contract number:

DTFH70-99-E-00099

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

Project Form (DTFH70-99-E-00099)

Project Current Estimate Accounts Contractor

Contractor Federal Highway Administration

Address 610 East Fifth Street

Vancouver, WA 98661

For Electronic Funds Transfer:

ABA Number

Account Number

Bank Name

Bank Address

Electronic funds information is taken care of in Vancouver and no longer shown in the estimate program

Save

Cancel

Close

# Modify Item/Quantity Data

- This selection allows for changing the fields in the Item/Quantity form
  - Adding an item [CMs, MOH, QLPay ]
  - Adding or reducing probable quantities
  - Referencing pay note book location for Final Review



### Start Form (Main Menu)

Enter contract number:

DTFH70-99-E-00099

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

\$ for lump sum & cont sum, 0,1,2,3 for decimal places

Input description of work

### \$ Item/Quantity Form (DTFH70-99-E-00099)

First Item Prev Item Next Item Last Item Add Item Delete Item Cancel Close

Item number: 10605 Description: Quality Material Incentive

Pay Dec. Acct: \$

Unit Price: 51420.00 Unit: Contingent Sum Bid Quantity: Probable Quantity: 51420.00

Reference: Paid to Date: 0.00 Remaining: 51420.00

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
51420.00				1	Contract			

For CM you can only input the probable amount here

For location put CM number

# Adding new Items

- Contract Modifications
  - Use Item Number format:
    - “**M03 63509x**”
    - Where **M03** is “Contract Modification No. 0003”
    - Leave space between Item No. and CM No.
    - Use Item number and “x” is available for multiple Items, such as Equipment Rental:
      - Example M03 62201A Dozer, tracked
      - M03 62201B Truck, highway
    - See construction manual for material on hand and QLpay item number formats.

# Adding/Reducing Probables

- Overruns and underruns must be tracked and accounted for with funding obligations:
  - Contract Modification are required for overruns to “deposit” money into the account.
  - If you run out of money we CANNOT PAY the estimate.
  - A modification has to be issued and then interest is owed to the contractor due to delay in payment.



P R - 5 8     R E P O R T

Page 19  
01/15/2007  
13:10:30ESTIMATE SAMPLE  
WINDOWS ESTIMATE PROGRAM

Period 12/01/1999 through 12/30/1999

Contract No. DTFH70-99-E-00099

Estimate No. 008

State: WA  
County: Clark  
Coop Agency: WFLHD  
Length: 7.185 km  
Type: Schedule X Part A

	----- Amounts -----		
	Bid	To date	Probable
Construction:	\$6,399,437.00	\$5,361,819.74	\$6,905,509.84
Construction Engineering:	\$631,000.00	\$350,000.00	\$500,000.00
Total Liabilities:		\$5,711,819.74	\$7,405,509.84
Funds authorized:			\$7,198,713.00
Deficit:			-\$206,796.84

Keep track of your money on this page. If you have CM's written they will not show up on this page, you need to track then on a separate page. The amount is the amount on the CM not the PR. Add that amount to the funds authorized minus the CE cost, and you will know if you have the money in the account.

Progress Estimate (Administrator's Version)

File Edit View Record Options Window Help



Start Form (Main Menu)

Enter contract number:

DTFH70-99-E-00099

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

Item/Quantity Form (DTFH70-99-E-00099)

First Item Prev Item Next Item Last Item Add Item Delete Item Cancel Close

10605

10802

10804

15101

15201

15201A

15201B

15401

15501

15703

15708

Item number

10605

Description

Quality Material Incentive

Pay Dec.

\$

Acct

Unit Price

51420.00

Unit

Contingent Sum

Bid Quantity

Probable Quantity

51420.00

Reference

Paid to Date

0.00

Remaining

51420.00

Add Quantity

Delete Quantity

Quantity Remarks...


Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
51420.00				1	Contract			

Reference your pay note book here for Final Review

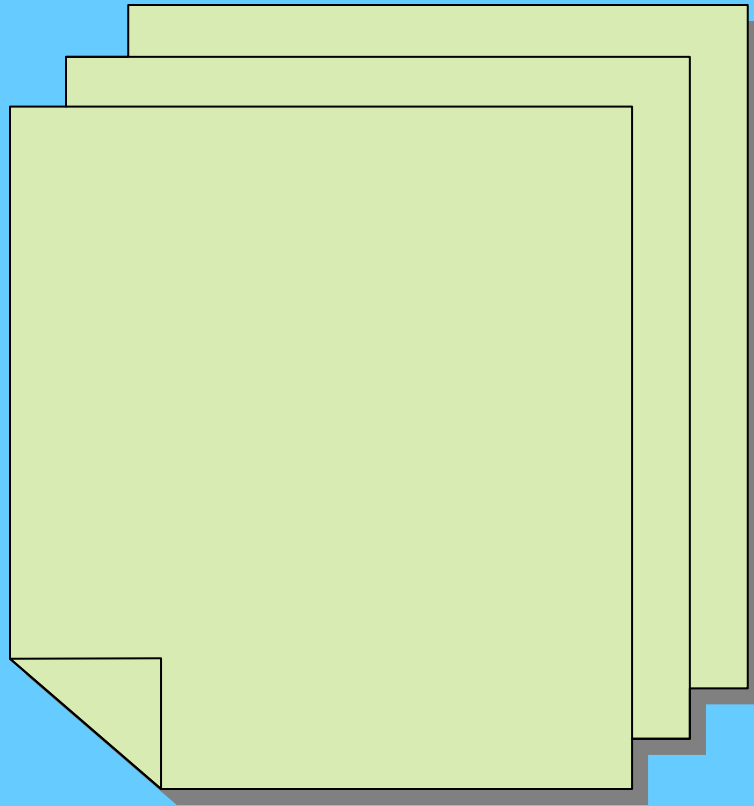
# Modify Production Data

- Input for daily records/source documents
- Notes and comments
- Post to estimate
  - NOTE: Item description, number, etc. is grayed out, this is used for daily pay-note input only.



Daily Production Form (DTFH70-99-E-00099)																																															
First Item	Prev Item	Next Item	Last Item	Cancel	Close																																										
<div> <div>10605</div> <div>10802</div> <div>10804</div> <div>15101</div> <div>15201</div> <div>15201A</div> <div>15201B</div> <div>15401</div> <div>15501</div> <div>15703</div> <div>15708</div> </div>	<div>Item number</div> <div>10605</div> <div>Pay Dec.</div> <div>\$</div> <div>Unit Price</div> <div>51420</div> <div>Total Days</div> <div></div>	<div>Description</div> <div>Quality Material Incentive</div> <div>Acct</div> <div></div> <div>Unit</div> <div>Contingent Sum</div> <div>Production Rate</div> <div></div>	<div>Bid Quantity</div> <div></div> <div>Paid to Date</div> <div>0.00</div>	<div>Probable Quantity</div> <div>51420.00</div>																																											
<div> <div>Add Row</div> <div>Delete Row(s)</div> <div>Post to Estimate...</div> <div>Notes for Row...</div> </div>																																															
<div> <div>Est#</div> <div>Acct</div> <div>Date Completed</div> <div>#Days</div> <div>Quantity</div> <div>Notes</div> </div>	<table border="1"> <tbody> <tr> <td></td> <td></td> <td>/ /</td> <td></td> <td></td> <td></td> </tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>							/ /																																							
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# Receiving Reports



# Logic flow for monthly payments

- **Begins at the established monthly estimate cut off date [usually end of month].**
- **The Contractor schedules a meeting with Project Engineer to go over the payment request.**
- **Use the Gov't Receiving Report to review the Contractor's preliminary invoice**
  - [data already input into Progress Estimate program]
  - Resolve any discrepancies.
- **Contractor submits the official invoice.**
- **Stamp the invoice in, then review official invoice. Time critical.**
- **Accept/return the Contractor's invoice. [in writing]**
- **If the Contractor's invoice is acceptable, sign hard FHWA copy, then overnight Contractor invoice and PE hard copy to Final Review.**
- **Email estimate to Final Review [zip the file!]**

# What is an acceptable invoice?

- Complies with the **FARs**
  - FAR 52.232-5 & FAR 52.232.-27
- Meets requirements for WFLHD
  - Format provided in the “Field Notes Sample” book
  - Checked and approved/returned within 7 days
  - Once approved, signed and sent overnight to Final Review for processing

Lets look at the FAR requirements....

# FAR Requirements

[2 main FAR clauses]

- **FAR 52.232-5:**
  - Contractor certification
  - Summary [itemized] of amounts requested
  - Subcontractor listing
- **FAR 52.232-27:**
  - Contractor cover letter (a)(2)(i) through (a)(2)(xi)
  - Lets look at the Contractor cover letter...



ACE CONTRACTING, INC.  
P.O. BOX 1234  
ANYWHERE, USA 12345-6789  
(123) 456-7891

January 1, 2004

Mr. Rodney Router, Project Engineer  
Western Federal Lands Highway Division  
P.O. Box 4567  
Somewhere, USA 98765-4321

Re: Progress Estimate No. 003  
OR PFH 123-1(1)  
Happy Trails Creek Road  
Contract No. DTFH70-XX-C-000XX

Dear Mr. Router

We submit our invoice for items on which there was work during the invoice period of December 1, 2003 through December 31, 2003. Also enclosed is our certification statement, and update of work performed by our subcontractors to date.

Please send payment to our Anywhere, USA corporate bank account by electronic transfer, as usual.

In the event that this invoice is found to be defective, please contact the following person.

John R. Doe, Project Manager  
Ace Contracting, Inc.  
P.O. Box 1234  
Anywhere, USA 12345-6789  
(123) 456-7891

Respectfully,

John R. Doe, Project Manager

JRD/Im  
Enclosures

- FAR 52.232-27
- Contract cover letter
- Provided to the Contractor in the “Field Note Samples” book

# FAR Requirements

- FAR 52.232-5:
  - An itemization of the amounts requested
  - A listing of the amount included for work performed by each subcontractor under the contract
  - A listing of the total amount of each subcontract under the contract
  - A listing of the amounts previously paid to each such subcontractor under the contract
  - Contractor Certification

To: U.S. Department of Transportation  
Federal Highway Administration  
Western Federal Lands Highway Division  
Mr. Rodney Router, Project Engineer  
Western Federal Lands Highway Division  
P.O. Box 4567  
Somewhere, USA 98765-4321

Re: Contract No. DTFH70-XX-C-000XX  
Award Date: 9/12/2003  
Progress Estimate No. 003  
Period December 1, 2003 through December 31, 2003  
OR PFH 123-1(1)  
Happy Trails Creek Road

Pursuant to FAR Clauses 52.232-5, and 52.232-27, and Special Contract Requirements, Subsection 109.08, the following is work completed to date. Payment is hereby requested.

Prepared By: Ace Contracting, Inc.

I hereby certify, to the best of my knowledge and belief, that--

(1) The amount requested are only for performance in accordance with specifications, terms, and conditions of the contract.

(2) Payment to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements and the requirements of chapter 39 of title 31, United States Code; and

(3) This request for progress payment does not include any amount which the prime contractor intends to withhold from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.

Name:  
Signature:  
Date Received:  
Signature:  
Signature:

Title:  
Date:  
Date Approved:  
Date Approved  
Project Engineer

- FAR 52.232-5
- Contractor Certification
- Provided to the Contractor in the “Field Note Samples” book

PROGRESS ESTIMATE NO. 003  
 OR FS 108-2(11)  
 HAPPY TRAILS CREEK ROAD

FOR WORK PERFORMED JULY 1, 1998 THROUGH JULY 31, 1998  
 CONTRACT NO. DTFH70-XX-C-000XX  
 ACE CONTRACTING, INC.

ITEM NO.	NAME	CONTRACT QUANTITY	UNIT	UNIT PRICE	AMOUNT	CURRENT QTY.	PREV. QTY.	QTY. TO DATE	CURRENT AMOUNT	AMOUNT TO DATE
15101	Mobilization	1	LS	\$200,000.00	\$200,000.00	0.00	1.00	1.00	\$0.00	\$200.00
15201	Constr. Survey and Staking	1	LS	\$51,500.00	\$51,500.00	0.05	0.80	0.85	\$2,575.00	\$43.70
15401	Contractor Testing	1	LS	\$35,000.00	\$35,000.00	0.10	0.80	0.90	\$3,500.00	\$31.90
15501	Construction Schedule	1	LS	\$2,500.00	\$2,500.00	0.50	0.25	0.75	\$1,250.00	\$1.80
15703	Silt Fence	4,100	m	\$9.30	\$38,130.00	500.00	2,000.00	2,500.00	\$4,650.00	\$23.20
15708	Straw Bales	340	EA	\$7.50	\$2,550.00	24.00	105.00	129.00	\$180.00	\$9.00
15709	Check Dams	70	EA	\$150.00	\$10,500.00	15.00	10.00	25.00	\$2,250.00	\$3.70
20101	Clearing and Grubbing	13	ha	\$5,600.00	\$72,800.00	13.00	0.00	13.00	\$72,800.00	\$72.80
20401	Roadway Excavation	108,000	m3	\$3.82	\$412,560.00	29,000.00	46,000.00	75,000.00	\$110,780.00	\$286.50
25101	Placed Riprap	350	m3	\$14.50	\$5,075.00	66.00	205.00	271.00	\$957.00	\$3.90
30101	Aggregate Base, Grading & Incentive Bonus	33,000	t	\$9.75	\$322,080.00	21,000.00	0.00	21,000.00	\$204,960.00	\$204.90
			t	\$0.10		21,000.00	0.00	21,000.00	\$2,100.00	\$2.10
40101	Hot Asph. Concr. Pavement	6,300	t	\$23.54	\$148,302.00	0.00	0.00	0.00	\$0.00	\$0.00
60201	1200 mm Pipe Culvert	50	m	\$590.00	\$29,500.00	15.00	12.00	27.00	\$8,850.00	\$15.00
83509	Flagger	700	HR	\$39.00	\$27,300.00	24.00	0.00	24.00	\$936.00	\$9.00
Contract Modifications										
25102	CM-0001 Keyed Riprap	50	m3	\$45.00	\$2,250.00	30.00	15.00	45.00	\$1,350.00	\$2.00
60901	CM-0002 Stone Curb	500	m	\$150.00	\$75,000.00	38.00	186.00	224.00	\$5,700.00	\$33.60
Temporary Items										
30101	Materials on Hand Advance	33,000	t	\$4.20	\$138,600.00	(21,000.00)	33,000.00	12,000.00	(\$88,200.00)	\$50.40
TOTALS									\$334,638.00	\$978.20

- \* Note Quantity reflects 10% (\$5,150) being withheld from subcontractor as a condition of subcontract.  
 \*\* Note Incentive bonus reflects 1.02 payfactor, in accordance with Subsection 105.05

## Itemization of amounts requested

Provided to the Contractor in the "Field Note Samples" book  
**FAR 52.232-5**

PROGRESS ESTIMATE NO. 003  
OR FS 108-2(11)  
HAPPY TRAILS CREEK ROAD

ACE CONTRACTING, INC.  
CONTRACT NO. DTFH70-XX-C-000XX

THE FOLLOWING IS A LIST OF SUBCONTRACTORS TO WHOM PAYMENTS HAVE BEEN MADE AND A LISTING OF TOTAL AMOUNTS EXPECTED TO BE PAID THESE SUBCONTRACTORS RELATING TO WORK PERFORMED UNDER THIS CONTRACT.

SUBCONTRACTOR	TOTAL AMOUNT SUBCONTRACTED	DUE THIS ESTIMATE	PAID TO DATE
Acme Striping, Inc. *	\$21,000.00	\$0.00	\$0.00
Our-Way Traffic Control Co.	\$25,000.00	\$700.00	\$700.00
Zippy Surveying, Inc.	\$51,500.00	\$2,575.00	\$43,775.00
Movers & Shakers Logging Co. *	\$65,000.00	\$65,000.00	\$65,000.00
Stone & Sons Masonry Co.	\$65,750.00	\$4,997.00	\$29,456.00
Smith Testing, Inc.	\$30,000.00	\$3,000.00	\$27,000.00
TOTALS	\$258,250.00	\$76,272.00	\$165,931.00

\* Denotes DBE Subcontractor

SUBMITTED: *Robert G. Jones*

BY: Robert G. Jones, Project Manager

DATE: Aug. 5, 1998

Subcontractor listing,  
paid to date, due this  
estimate

Provided to the  
Contractor in the  
"Field Note Samples"  
book

**FAR 52.232-5**

# Government Receiving Report

- Used to compare against the Contractor invoice
- Shows item for this estimate only
- Shows the dollar amount and quantity
- Lets look at the Progress Estimate Program...



## Start Form (Main Menu)

Enter contract number:

DTFH70-99-E-00099

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

## Reports

Pick report

- ☐ Progress Estimate
- ☒ Supporting Data
- ☐ Summary Book
- ☐ Item Production Sheets

Which items?

- ☐ All Items on the Project
- ☒ Only Items paid this period

Which estimate?

- ☒ Current estimate
- ☐ Previous estimate

008

4

Info...

Page range

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- Progress Estimate Program



Contract No. DTFH70-06-C-00015

Supporting Data for Estimate No. 2

Paying \$183,450.14 from 11/01/2006 to 12/06/2006

Page 1

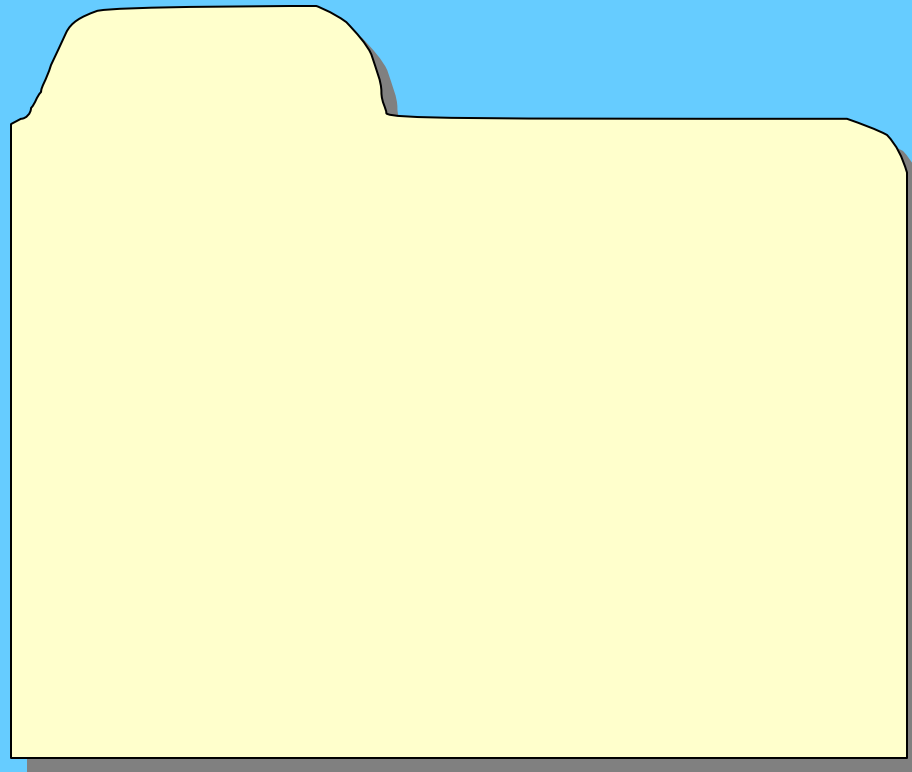
Item No.	Description	Unit	Price	Probable Quantity	Account Number 1		Account Number 2		Account Number 3	
					Quantity	Amount	Quantity	Amount	Quantity	Amount
15201-0000	CONSTRUCTION SURVEY AND STAKING	LPSM	\$14,814.88	5,037.06						
				9,777.82			9,777.82	\$9,777.82		
15401-0000	CONTRACTOR TESTING	LPSM	\$4,915.35	1,671.22						
				3,244.13			3,244.13	\$3,244.13		
15501-0000	CONSTRUCTION SCHEDULE	LPSM	\$2,785.44	1,643.41						
				1,142.03			1,142.03	\$1,142.03		
15701-0000	SOIL EROSION CONTROL , STREAM DIVERSION	LPSM	\$24,526.48	18,394.86						
				6,131.62			6,131.62	\$6,131.62		
15705-0100	SOIL EROSION CONTROL, SILT FENCE	LNFT	\$6.97	115						
				115			115	\$801.55		
20102-0000	CLEARING AND GRUBBING	LPSM	\$2,528.40	1,896.30						
				632.10			632.10	\$632.10		
20304-2000	REMOVAL OF BRIDGE	LPSM	\$10,013.88	5,006.94						
				5,006.94			5,006.94	\$5,006.94		
20403-0000	UNCLASSIFIED BORROW	CUYD	\$31.80	450.0						
				250.0			250.0	\$7,950.00		
55101-1100	STEEL H-PILES, IN PLACE	LNFT	\$222.76	252.2						
				219.8			219.8	\$48,962.65		
55401-1000	REINFORCING STEEL	LB	\$3.09	0						
				2,256			2,256	\$6,971.04		
55504-0000	PRE-FABRICATED STEEL BRIDGE INSTALLATION (Government Provided)	LPSM	\$34,390.63	1,000.00						
				33,390.63			33,390.63	\$33,390.63		
60101-0000	CONCRETE	CUYD	\$3,002.01	0.3						
				21.7			21.7	\$65,143.62		
63501-0000	TEMPORARY TRAFFIC CONTROL	LPSM	\$2,808.77	2,106.58						
				702.19			702.19	\$702.19		
64625-1000	MAINTENANCE, TOILET	EACH	\$100.21	2	2	\$200.42				
CM0001-A	Item# 25101 - Class V Riprap by tons	ton	\$36.86	453.7						
				709.3			709.3	\$26,144.80		
MOH-1	Item# 25101 Class V Riprap	LS	\$4,108.20	0.0	-1.0	-\$4,108.20				
MOH-2	Item# 55101 H-Piles	LS	\$28,643.20	0.00	-1.00	-\$28,643.20				
					-----		-----		-----	
					-\$32,550.98		\$216,001.12		\$0.00	

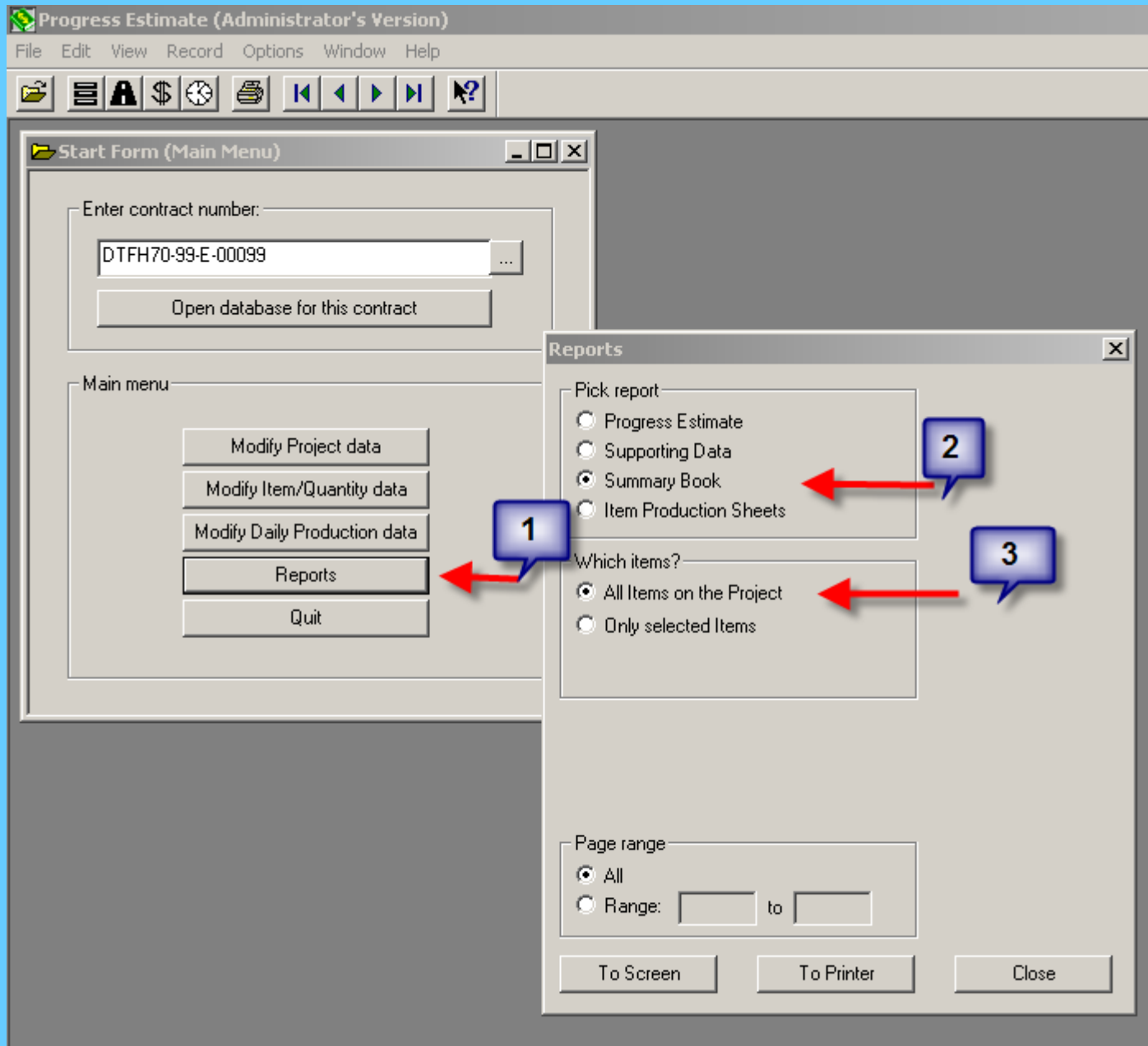


# Focus Areas

- Check to see that Contractor Invoice and the FHWA estimate are the same amount.
- 7 days to review [don't wait!].
- 14 days to make payment [interest automatic].
- Zip the Progress Estimate file.
- Overnight mail [UPS, Fed EX] the invoice.

# Summary book





# Summary Report Item page

- Summarized by Item:
  - Shows estimate paid
  - Shows quantity by estimate
  - Shows probables
  - Shows total for Item
- Print out and put in its own book!!
- Lets look at the output page....

Federal Highway Administration  
 Western Federal Lands Highway Division  
 Contract No.: DTFH70-99-E-00099

ESTIMATE SUMMARY BOOK

Summary of Item No. 15703

Date: 01/15/2000

Project No. : ESTIMATE SAMPLE  
 Project Name: WINDOWS ESTIMATE PROGRAM

Item No.: 15703 Silt fence

Price : 17.30 per m

Location	Probable Quantity	Paid			Reference	Page No.	Remarks No.
		Quantity	Date	Est #			
Bid Quantity	4,100	1,266	05/31/1999	002	Zero Estimate		
		10	06/30/1999	003			
		182	07/30/1999	004			
		22	07/30/1999	005			
		24	10/30/1999	007			
		268	11/30/1999	008			
Totals	2,100	1,772					
Final Check							

# Production Rates

- Data input from Modify Daily Production data screen:
  - Gives totals for work completed and work remaining
  - Gives percent of Item work complete
  - Gives production per day

Progress Estimate (Administrator's Version)

File Edit View Record Options Window Help



Start Form (Main Menu)

Enter contract number:

DTFH70-99-E-00099

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

Reports

Pick report

- ☐ Progress Estimate
- ☐ Supporting Data
- ☐ Summary Book
- ☒ Item Production Sheets

Which items?

- ☒ All Items on the Project
- ☐ Only selected Items

Page range

- ☒ All
- ☐ Range:  to

To Screen

To Printer

Close

Federal Highway Administration  
Western Federal Lands Highway Division

Production Summary Sheet for Item No. 30802200

Contract No.: DTFH70-06-C-00011

Date: 01/15/2007

Project No.: WA PFH 17-1(1)

Project Name: MT. ADAMS, WHITE SALMON - BZ CORNERS

Item Number : 30802200 ROADWAY AGGREGATE, METHOD 2

Bid Quantity: 2,570.00

Unit Price : \$24.00 per TON

Bid Amount : \$61,680.00

Date Completed	Days Used	Work Completed	Work Remaining	Running Total	Percent Complete	Notes
10/09/2006	1.00	155.5	2,414.5	155.5	6.1 %	
10/10/2006	1.00	156.5	2,258.0	312.0	12.1 %	
10/11/2006	1.00	418.6	1,839.4	730.6	28.4 %	
10/12/2006	1.00	206.7	1,632.7	937.3	36.5 %	
10/13/2006	1.00	107.6	1,525.1	1,044.9	40.7 %	
10/16/2006	1.00	258.0	1,267.1	1,302.9	50.7 %	
10/17/2006	1.00	26.6	1,240.5	1,329.5	51.7 %	
10/18/2006	1.00	67.9	1,172.6	1,397.4	54.4 %	
10/19/2006	1.00	187.6	985.0	1,585.0	61.7 %	
10/20/2006	1.00	157.8	827.2	1,742.8	67.8 %	
10/23/2006	1.00	224.4	602.8	1,967.2	76.5 %	
10/23/2006	1.00	90.9	511.9	2,058.1	80.1 %	
10/24/2006	1.00	168.2	343.7	2,226.3	86.6 %	

Total days used = 13.00
























Production rate = 171.3 TON per day






# Zipping Files


- Open “My Computer”
- Navigate to C:\myfiles\PE
- Locate and highlight current file
  - Remember format: 7099E99.mdb
- Right click and select zip and email...
- Send to Final Review and CC your COE
- Lets look at what that looks like.....

 PeWin.exe	660 KB	Application	8/1/2001 1:11 AM
 PeAdminH.exe	676 KB	Application	7/31/2001 6:11 PM
 7000C18.MDB	126 KB	Microsoft Office Acc...	7/31/2001 2:19 AM
 7000D05012.MDB	118 KB	Microsoft Office Acc...	7/26/2001 4:49 AM
 7001C03.MDB	132 KB	Microsoft Office Acc...	7/24/2001 6:09 AM
 7099E99.mdb	338 KB	Microsoft Office Acc...	7/10/2001 11:49 PM
 7000D03012.f	120 KB	Microsoft Office Acc...	6/8/2001 2:16 AM
 7099C22.MDB	136 KB	Microsoft Office Acc...	3/15/2001 6:07 AM
 7000C08.MDB	116 KB	Microsoft Office Acc...	2/22/2001 12:38 AM
 7099C20.MDB	198 KB	Microsoft Office Acc...	1/25/2001 1:42 AM
 7000C13.MDB	210 KB	Microsoft Office Acc...	12/6/2000 8:20 AM
 7099C18.MDB	230 KB	Microsoft Office Acc...	12/5/2000 6:29 AM
 7099C23.MDB			8/21/2000 9:38 AM
 7099C25.MDB			7/6/2000 8:10 AM
 7099C21.MDB			6/20/2000 4:49 AM
 PEHELP.TXT			5/25/2000 7:00 AM
 pe_user.doc			5/25/2000 12:00 AM
 PE_ADMIN.DC			5/25/2000 12:00 AM
 7099C14.MDB	128 KB	Microsoft Office Acc...	2/17/2000 5:06 AM
 training		File Folder	12/18/2006 6:59 AM
 7006C12		File Folder	10/25/2006 7:19 AM
 new		File Folder	8/22/2006 8:59 AM
 New Folder (4)		File Folder	7/27/2006 10:19 AM


Open

New

 Scan for viruses...

 NetWare Copy...

Open With...

 WinZip

Send To

Cut


Copy


Create Shortcut


Delete


Rename


Properties


 Add to Zip file...

 Add to 7099E99.zip

 Add to recently used Zip file

 Zip and E-Mail 7099E99.zip

 Zip and E-Mail Plus...

 Configure

7099c28.mdb	154 KB	Microsoft Office Acc...	12/4/2001 1:29 AM
7001C13.MDB	162 KB	Microsoft Office Acc...	11/27/2001 4:35 AM
7001C09.MDB	140 KB	Microsoft Office Acc...	11/20/2001 12:49 AM
7001C34.MDB	140 KB	Microsoft Office Acc...	
Progress Estimate(1)	1 KB	Shortcut	
7093C09.MDB			
PeWin.exe			
PeAdminH.exe			
7000C18.MDB			
7000D05012.MDB			
7001C03.MDB			
7099E99.mdb			
7000D03012.MDB			
7099C22.MDB			
7000C08.MDB			
7099C20.MDB			
7000C13.MDB			
7099C18.MDB			
7099C23.MDB			
7099C25.MDB			
7099C21.MDB			
PEHELP.TXT			
pe_user.doc			
PE_ADMIN.DOC			
7099C14.MDB			
training			
7006C12			
new			
New Folder (4)			
Final review documents		File Folder	
Equipment		File Folder	
Contractor Evaluations		File Folder	

**Estimate No. 8 - Message (HTML)**

Arial 10

File Edit View Insert Format Tools A

Send

This message has not been sent.

To...

Cc...

Subject: Estimate No. 8

Attach... 7099E99.zip (96 KB)

**Select Names**

Type Name or Select from List: rettinger, h

Show Names from the: Global Address List

Name	Business Phone	Office
Rettinger, Henry P.	360-619-7781	
REUSTLE, Rob <FRA>		
Reuter, Gwen	503-587-4725	Salem
Revera, Kristie	202.366.0530	RM#
Reyes, Alex NONFE <FMCSA>		
Reyes, Roberto <OST>		PL-30
Reyes, Sergio <FMCSA>	956-504-2652 x226	MC-EF
Reyesalicea, Rebecca <FTA>		TRO2
Reynaldo, Ray <OST>	(202) 366-1887	Room
Reynolds, Bobby <FRA>	817-862-2200	
Reynolds, Cory <FRA>	573-522-9954	Jeffer

Message Recipients

To -> Rettinger, Henry P.

Cc -> Traffalis, Jane

Bcc ->

Advanced

OK Cancel

6/29/2000 6:19 AM  
6/29/2006 6:09 AM

# Typical mistakes

- These are the most frequent errors made:
  - Probables are not being updated
  - [Modify Production data] if you do not use this you have to keep a spread sheet showing monthly totals, and total to date for each item of work.
  - Forgetting to zip the file before sending
  - Forgetting to check the Contractors invoice before the 7 days are passed
  - Changing a previous estimates database [never change database from previous estimate, add corrections to current estimate]
  - Forgetting to update the Current Estimate number in the estimate program.